

~~CONFIDENTIAL~~

Memorandum

TO : CIA Records Administration Officer

DATE: 9 - APR 1965

FROM : Records Administration Officer
Office of Finance

SUBJECT: Elimination of Inactive Records

REFERENCE: HN dated 24 February 1965

25X1

1. In accordance with reference notice, there follows a list of results of the effort to eliminate inactive records in the Office of Finance during the reporting period.

a. A call was made to the General Counsel's Office to follow up on the status of our memorandum dated 27 October 1964 to the DDCI. This memorandum concerns the ultimate disposition of our financial records. We were advised that Mr. Houston has been in touch with the Comptroller General and they are still working on it.

b. 65.5 cubic feet of records were destroyed.

c. Records Control Schedules were amended to reduce the retention period in the current files area for two items. In each case, this permitted the transfer of inactive records to the Records Center after 1 year rather than after 2 years.

d. Records Control Schedules were amended to cover two new file series not previously covered by the schedules. This permitted the transfer of additional inactive records to the Records Center.

e. The following records were transferred to the Records Center during March 1965.

<u>Job No.</u>	<u>Cu. Ft.</u>
65-480	33
65-514	4
65-518	8
65-540	14
65-565	8
65-593	3
65-608	15
65-609	4

TOTAL

89 cubic feet

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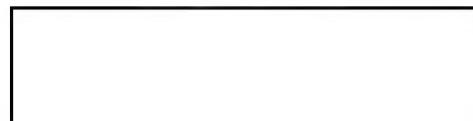
EX-3
Excluded from automatic
downgrading and
declassification

-2-

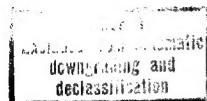
f. Action was initiated during March 1965 to transfer the following records to the Records Center; however, the actual transfers were not effected until April 1965:

<u>Job No.</u>	<u>Cu. Ft.</u>
65-610	5
65-611	5
65-612	5
65-616	3
65-629	<u>3</u>
TOTAL	21 Cubic Feet

2. After our move to Key Building, additional efforts will be made to comply with the President's directive.



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 CONFIDENTIAL SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:			EXTENSION	NO.
				DATE
Records Administration Officer Office of Finance 1211 Key Building				9 April 1965 STAT
TO: (Officer designation, room number, and building)		DATE		OFFICER'S INITIALS
		RECEIVED	FORWARDED	
1.	CIA Records Admin. Offcr. 604 1016 16th Street		4/13	<i>LL</i>
2.	[REDACTED]			
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

FORM
3-62610 USE PREVIOUS
EDITIONS SECRET

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INTERNAL
USE ONLY UNCLASSIFIED